

DD/A Registry

SI 0403/9

48-8

MEMORANDUM FOR: [REDACTED]

New Building Project Office, OL

15 MAR 1985

FROM: [REDACTED]

Executive Officer to the DDA

SUBJECT:

New Building Consolidated Library Facility

REFERENCE:

DD/A 85-0403 dtd 1 Feb 85, Same Subject

1. Attached are the Directorate of Administration (DA) Offices' responses which were prepared to assist you in properly planning the space for the New Building Consolidated Library Facility. Planning for the library in the new building affects the Offices within the DA differently. They have responded to their individual requirements as follows:

a. The Offices of Training and Education and Medical Services are not being relocated to the new building, therefore, they do not have new library requirements. The DA Safety Staff has recently been incorporated into OMS as an Office Division and the internal library space previously allocated to the Safety Staff should remain as originally planned. OMS reported via telecon that they had no additional library needs or input other than the Safety Staff requirement indicated above.

b. The Offices of Information Technology, Finance, and Personnel have been allocated their own internal library space in the new building and will not be sharing in the new building consolidated library. However, OF and OP have suggested some reference material and publications to support the new building consolidated library.

c. The Offices of Communications, Information Services, Logistics, and Security will be sharing the consolidated library facility and have provided detailed information to assist in planning for the library space.

2. If you have any further questions regarding DA library requirements, please contact [REDACTED] Assistant DA Planning Officer, [REDACTED]. To answer any queries on the attached DA Office responses, I suggest you contact the appropriate Office directly to coordinate additional information.

[REDACTED]

DDA/MS: [REDACTED] 14 March 85

Attachments

Orig - Adse w/atts.
 1 - DDA Subj w/atts.
 1 - DDA Chrono w/o atts.
 1 - DDA/MS Subj w/atts.
 1 - DDA/MS Chrono w/o atts.